

OUTFITTERS & GUIDES LICENSING BOARD	POLICY MANUAL	POLICY NUMBER: 1003 - 2002	PAGE NUMBER: 1 of 2
		SUBJECT: Indexing & Mailing Board Meeting Minutes & Agenda	Adopted: Prior to 10/16/02 Revised: Reformatted: 10/16/02

1.00.00 POLICY OF THE AGENCY

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Board Procedures.

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3.00.00 REFERENCES

4.00.00 PROCEDURE

4.01.00 DRAFT AGENDA

Approximately a week before the Board Meeting, the Executive Director will make up a draft agenda, which will need to be mailed out as follows:

4.01.01 Idaho Department of Land--State Regulation Offices:

- 4.01.01.1 FISH & GAME AND LANDS
- 4.01.01.2 IOGA
- 4.01.01.3 MEMBERS OF HOUSE RESOURCES AND CONSERVATION & SENATE
RESERVES AND ENVIRONMENT
- 4.01.01.4 ALL USFS DISTRICT RANGERS & ALL BLM DISTRICT MANAGERS
- 4.01.01.5 REGIONAL NEWSPAPERS
- 4.01.01.6 BOARD MEMBERS

4.01.02 The Draft Agenda needs to be faxed to the following.

- 4.01.02.1 Fax cover sheets for Board meeting agenda.

4.01.03 A notice needs to go to the Idaho Statesman.

4.02.00 DRAFT BOARD MEETING MINUTES

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4.02.01 Draft Board Minutes are provided to the Board a week or two after the Board meeting. Board members are asked to respond and changes are made, and are assembled as final drafts. Discrepancies will be cleaned up by the Executive Director prior to mailing.

4.02.02 The final draft Board Meeting Minutes will be presented at the next Board meeting and the Board will be asked to finally approve them.

4.02.03 Final Board Meeting Minutes need to be mailed as follows:

4.02.03.1 FISH & GAME AND LANDS

4.02.03.2 IOGA

4.02.03.3 MEMBERS OF HOUSE RESOURCES AND CONSERVATION & SENATE
RESERVES AND ENVIRONMENT

4.02.03.4 ALL USFS DISTRICT RANGERS & ALL BLM DISTRICT MANAGERS

4.02.03.5 REGIONAL NEWSPAPERS

4.02.03.6 BOARD MEMBERS

4.03.00 APPROVED BOARD MEETING MINUTES

Approved Board Meeting Minutes need to be mailed as follows:

4.03.01.1 BOARD MEMBERS

4.03.02 After mailing copies of the Approve Board Meeting minutes they need to be indexed as follows:

4.03.02.1 In the district office cabinet there is a large binder with the following label on the spine: "Board minutes (next line) June, 1993 to (blank).

4.03.02.2 Number on the original Approved Board Meeting Minutes numerically from the last minutes in the binder.

4.03.02.3 Label a divider with the Board Meeting date (month year) i.e. June 2000.

4.03.02.4 Index according to outfitters, people and places in the index (in the back of the binder) labeled from A to Z.